

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b>		<b>ARCHIVES AND HISTORY</b>	
Application Date October 2, 1980		Division of Physical Health Chronic Disease Unit - Room 102 618 Ponce de Leon Avenue, N.E. Atlanta, Georgia 30308		Application Number <b>80-371</b>	
Application Number DHR 80-28				Date Received OCT 21 1980	
				Date Completed NOV - 3 1980	
2. Person to Contact		Mrs. Pat Collins Mrs. Kathy Bush		Working Title Fiscal Assistant Office Supervisor	
				Telephone Number 894-5122	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)			
Earliest 1968		Unit Chronic Disease Research/ Study Files			
Latest to present					
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
<p>The Division of Physical Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the physical health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the monitoring of supplies of drinking water; and the daily State-wide program of the registration, statistical coding, certification, and preservation of certificates for births, marriages, divorces, annulments of marriage, and deaths that occur each year in the State.</p> <p>The Chronic Disease Unit has the responsibility to identify, refer, or bring to treatment, adults with major chronic diseases, such as: cancer; stroke and heart attack; kidney; rheumatic fever; high blood pressure; diabetes; speech, vision, and hearing; and cystic fibrosis; to operate and administer programs for: cancer control; aging; rehabilitation services; and FOCUS (Focus on Coordination of Unified Services); and contract with hospitals to provide treatment for persons with kidney diseases who are unable to pay from their own or other resources.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: researching / studying for a means for eventual control or cure of the various chronic diseases.					
Included are: PROGRAM PROJECT INFORMATION - background and purpose, or problems which provoke need for study; objectives of project; methods for achieving objectives; endorsements of approval for the study; funding sources (as documentation only); beginning and ending dates of a particular project; papers as to legality pertinent to project; publicity media; reports (progress, results of study, statistical, summary); seminars and meetings; survey areas for the study; speeches; and writings on the subject research.					
FINANCIAL INFORMATION - Budget (initial and continuing) and all applicable budget forms; Expenditures (salaries, equipment, travel, rent, utilities, publications / publicity, supplies, materials) and all applicable expenditure forms.; Personnel (job descriptions, time reports, personnel services, staff training for the project) and all applicable personnel forms: and all related working papers (contracts, leases, agreements).					
The file is arranged : by name of program / project ; thereunder, alphabetically by subject.					
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four month old _____ ;					
twenty-five months and older _____ I occasional reference - to whole project _____					
9. Annual Rate of Accumulation of Records					
Letter-size drawers 15-20 ; Legal-size drawers _____ ; Shelves 1-2 (36") ; Other (Specify) _____					
for all projects in research					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does this series contain confidential information requiring security handling? If yes, cite law or regulation. Portions of some studies--when applicable, information will be placed in sealed envelope & marked / "confidential"
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Archivist has designated the program portion for
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? note different holding periods for Program/ /at State Archives
X		f. Is the information contained in this series ever published? If yes, attach copy. attached /Financial
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. not at present time
X		h. Is there a duplication of this series in your office, or in another office or agency? some projects will be in collaboration with private institutions If yes, where? this is only State copy --
	X	i. Is this series for a major portion of it regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- a. State Law \_\_\_\_\_ years.  
b. Statute of limitation \_\_\_\_\_ years.  
c. Federal law \_\_\_\_\_ years.

- d. Audit period \_\_\_\_\_ years.  
e. Administrative need \_\_\_\_\_ years.  
f. Federal retention instructions \_\_\_\_\_ years.

following close of project

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other at end of project research/study then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then  
☐ Destroy  
☐ Transfer to State Archives for permanent retention.  
☒ Other (Specify)

#### Financial Information

Transfer to State Records Center;  
hold 5 years; then destroy.

#### Program Information

Transfer to State Archives for  
permanent retention.

These instructions apply to all prior and future accumulations of the series.

Computer Printout  
(for some projects -- received monthly  
or quarterly)

Survey/ working copy  
Hold in current files area until  
analysis copy is received; then  
destroy.

Analysis copy  
(used to study prevalence and inci-  
dence of particular chronic disease;  
and for program planning and pro-  
fessional advisory)

Hold in current files area 5 years,  
or until material is considered ob-  
solete; transfer to State Records  
Center; hold 2 years; then destroy.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ruth Moody</i>	9/29/80	<i>Elizabeth W. Crank</i>	10/2/80
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	10-30-80
	Secretary of State/Designee	<i>Carol J. Hart</i>	10-27-80
	Attorney General/Designee	<i>[Signature]</i>	11-3-80